



\*\*\*\*\***FLAG VOICE 180**\*\*\*\*\*

## **FEDERAL CAREER INTERN PROGRAM FOR COAST GUARD CIVILIAN WORKFORCE**

As we anticipate future requirements and take steps to develop the necessary skills in our civilian workforce, it is increasingly important to have a regular flow of high quality and diverse talent into the Coast Guard. A key element of our long range planning is an organized and official corporate program to recruit, select, and build the workforce of the 21<sup>st</sup>-century. To aid in this effort, we recently established a promising new recruitment and employee development initiative, the Federal Career Intern Program (FCIP).

The FCIP is designed to assist us in recruiting exceptional candidates from both inside and outside the Federal sector in an expeditious manner. The program is intended for entry-level (grades GS-5, 7, or 9) professional and administrative positions. An individual hired under the FCIP is appointed to a two-year internship. During that time, the intern completes formal training and job assignments that help develop the essential competencies for the work of the position. Upon successful completion of the internship, the candidate is eligible for conversion to permanent placement within the Coast Guard.

Clear communications between the supervisor and intern underpin the FCIP. Together, the supervisor and intern prepare an Individual Development Plan to spell out the specific on-the-job assignments, self-development activities and formal classroom training necessary to reach career goals. In addition to the leadership and guidance provided by the supervisor, effective mentoring is an integral component of this program. The supervisor is responsible for selecting, preparing and assigning a mentor to the intern. The mentor has an essential role in facilitating the intern's professional development by voluntarily sharing experiences, skills, and information. Mentors, like supervisors, are expected to provide scheduled and frequent communication and feedback, counseling, coaching, career advising and goal setting to their interns. Find information on the Coast Guard mentoring program at: <http://www.uscg.mil/hq/g-w/g-wt/g-wtl/mentoring.htm>.

The FCIP offers several benefits, chief among them an expedited recruitment process. As an excepted appointment, exempt from the competitive hiring process, there is no public advertising requirement.

This enhances our ability to target recruitment at specific schools and other ready sources of applicants, and to select and make offers to candidates more quickly than under current procedures. Another significant advantage is that supervisors have the opportunity to directly coach these candidates so that they develop the expertise to perform successfully. During the two-year period, supervisors can fully evaluate capabilities and performance before converting the employee to a permanent career or career-conditional appointment.

I encourage program managers to take advantage of this new authority. The flexibility of the FCIP can be particularly valuable for attracting top quality civilians to challenging, rewarding careers with the Coast Guard. For more information, refer to Coast Guard Federal Career Intern Program, COMDTINST 12361.1. You'll find the specific procedures, including a sample Individual Training and Career Development Plan, online at: [<http://www.uscg.mil/hq/cgpc/cpm/policy/comdtinst.htm>](http://www.uscg.mil/hq/cgpc/cpm/policy/comdtinst.htm). The point of contact regarding this program is Mr. Martin Siegel (G-WPC-2) at 202 267-1711



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